

INSTRUCTIONS FOR FILING I-130 PETITIONS FOR IMMIGRANT VISAS IN TURKEY

In certain cases, U.S. citizens can file immigrant visa petitions at the U.S. Embassy in Ankara. The U.S. Embassy currently accepts [I-130](#) petitions for Syrian Nationals.

To file an I-130 immigrant visa petition, the U.S. citizen (the petitioner) and his or her spouse or child (the beneficiary) must provide certain application documents, which are listed in the following pages. You can either request an appointment by email to come to the Embassy to submit your documents or you can send them to our office by a reliable courier service. You can use the Turkish Postal Service (PTT) free of charge to send in your documents if you register with our service provider, CSC, before sending your documents by following the steps explained below. Our address is:

U.S. Embassy Ankara, Turkey
Immigrant Visa Unit
110 Ataturk Blvd.,
Kavaklıdere, Ankara 06100
Turkey

We cannot accept petitions sent from other countries.

Once we receive your application packet, we will review your documents and if complete, start processing your application. The initial processing of your I-130 application may take 7-10 business days or longer. As soon as it is complete, we will contact you to set an appointment date for the visa interview. On the visa interview date, **the petitioner and the beneficiary must both attend an interview at the Embassy**. We recommend that neither the petitioner nor the beneficiary make specific travel plans to leave Turkey.

Please prepare all necessary documents before your interview date; missing documents will delay the issuance of the visa.

Upon receiving appointment emails, applicants should select a passport delivery address in Turkey. If and when the visa is issued, the passports and visa packets are sent to a Turkish Postal Service (PTT) branch in Turkey for you to pick up in person.

To register with CSC and to select a PTT branch, please follow the steps below:

1. Upon receipt of your appointment email, register online at usvisa-info.com or by calling 0850 252 6355 from Turkey or (703) 520-2490 from the United States
2. Choose “Immigrant Visa” for your visa category
3. Choose your visa pick up location (NOTE: Please make sure that you are selecting a PTT branch close to your address in Turkey.)
4. Print your registration receipt and send/bring it to us along with all the other required documents.

If you will not be able to attend your interview, please contact Immigrant Visa Unit by email to request a new interview date.

If you have any questions, please visit our website at <http://turkey.usembassy.gov>. You may email us through our website using the form at the site <http://turkey.usembassy.gov/iv-form2.html>. You may also call us at (90) (312) 455-5555 between 15:30 and 16:30 Mondays through Thursdays.

DOCUMENTS REQUIRED TO GET AN APPOINTMENT FOR AN IMMIGRANT VISA INTERVIEW

To begin the process the petitioner and beneficiary need to send all the following documents to the U.S. Embassy in Ankara from Turkey. All original documents that cannot be replaced (such as birth certificates and marriage certificates) will be returned to you during your interview.

All U.S. government forms ([I-130](#), [G-325A](#), and [I-864](#)) can be downloaded from our website at <http://turkey.usembassy.gov>.

NOTE: Official documents received from Turkish authorities do NOT need to be translated into English. However, documents required from other countries must be accompanied by an original certified English translation. Photocopies of translations are not acceptable. The translation must include a statement signed by the translator that verifies the translation is accurate. The translation must also be accompanied by proof the translator is certified to translate but does **not** need to be notarized.

Documents that the US CITIZEN PETITIONER needs to provide:

- 1. PETITION:** Form [I-130](#) (Petition for Alien Relative) and Form [G-325A](#) (Biographic Information) must be fully completed. A form [G-325A](#) is not required for applicants under the age of 18.
- 2. FEE:** The fee for filing an [I-130](#) petition is \$420. Please provide a \$420 “**CASHIER’S CHECK**” (**BANKA ÇEKİ/BLOKE ÇEK**) from Garanti bank in Turkey together with your [I-130](#) petition. Alternately, you can pay in cash if you come to our office to submit the documents. Please make sure your check is payable to “Embassy of the United States of America”.
- 3. PASSPORT, NATURALIZATION CERTIFICATE OR BIRTH CERTIFICATE:**
A full photocopy of U.S. passport, naturalization certificate, or U.S. citizen petitioner's birth certificate must be provided. **Please do not send your original passport, naturalization certificate or birth certificate** to our office before the interview. You must bring your original documents to the interview.
- 4. MARRIAGE CERTIFICATE:** A full photocopy of your marriage certificate is required. If the marriage took place in a country other than Turkey or the United States, a certified English translation of the foreign marriage certificate is also required.
- 5. DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, provide a copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. You will be requested to submit the original of this document at the time of your interview. If the divorce took place in a country other than Turkey or the United States, a certified English translation of the foreign divorce decree is also required. For divorces that took place in the United States or Turkey, the court-certified original divorce decrees must either have the raised seal or rubber stamps of the court and original signatures. Attorney-certified copies without raised seals, rubber stamps or plain photocopies of court-certified divorce decrees will not be accepted. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.
- 6. PHOTO:** One recent photograph of the petitioner.
- 7. AFFIDAVIT OF SUPPORT WITH TAX DOCUMENTS:** You must fill out Form [I-864](#) (Affidavit of Support) for your spouse and attach your W-2 and 1040 tax forms for the last taxable year. Please see the attached pages for detailed instructions on how to fill out the Affidavit of Support or click on <http://www.uscis.gov/i-864> for detailed information. If you did not file taxes during the last taxable year, you must submit a statement explaining why you did not pay taxes. If you do not qualify to sponsor your spouse, you must provide a Form [I-864](#) and supplemental documents from a **co-sponsor**. In addition to

the [I-864](#) form and supplemental documents, the co-sponsor should also submit a copy of his/her U.S. passport or green card. Even if you have a cosponsor, the petitioner needs to submit an Affidavit of Support and tax documents as well.

Documents that the FOREIGN SPOUSE/PARENT/CHILD BENEFICIARY must provide:

- 1. APPLICATION FORMS:** [G-325A](#) (Biographic Information) must be fully completed. Please do not leave any questions blank on the application forms. Questions that do not apply to the applicant's particular situation should be answered "N/A" or "Non Applicable".
- 2. PHOTOCOPY OF PASSPORT:** Please send the biographic page of beneficiary's passport. The beneficiary's passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but, if they are over the age of 16, they must have their photograph attached to the passport. Any child age 16 or older whose photograph is not included in their parent's passport must obtain a separate passport. **Please do not send your original passport.** You must present your passport at the interview.
- 3. BIRTH CERTIFICATES:** For Syrian nationals, family registration "Surat Kayid Aili" or single registration "Surat Kayid Ferdi" certificate is required.

Please do not send the originals of the birth certificates and ID cards to our office. Copies with **original translations** will be sufficient before the interview. Original documents will be required at the time of final interview.

- 4. MARRIAGE CERTIFICATE:** A full photocopy of your marriage certificate "Beyan Zewaj" is required. If the marriage took place in a country other than Turkey or the United States, a certified English translation of the foreign marriage certificate is also required.
- 5. DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, provide a copy of the divorce decree or the death certificate to prove the dissolution of each prior marriage. You will be requested to submit the original of this document at the time of your interview. If the divorce took place in a country other than Turkey or the United States, a certified English translation of the foreign divorce decree is also required. For divorces that took place in the United States or Turkey, the court-certified original divorce decrees must either have the raised seal or rubber stamps of the court and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees will not be accepted. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree. For Syrian nationals, "Beyan Talaq" is required.
- 6. POLICE CERTIFICATE REQUIRED FOR APPLICANTS 16 YEARS AND OLDER:** Applicants are required to submit a police certificate from the country of the applicant's nationality and current residence. Police certificates are also required from all other countries where the applicant has resided for at least one year after the age 16. Regardless of the length of residence, a police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason. Police certificates from Turkey are known as "**ARSIV KAYITLI ADLI SICIL KAYDI**" (**it is mandatory that they come with the archive records**). Please see the following pages for more information.

For Syrian nationals, "Sijil Adli" from Syria is needed.

7. COURT AND PRISON RECORDS: Applicants convicted of a crime must obtain a copy of each court record and any prison record, even if the applicant has been pardoned or granted amnesty. Originals of these documents will be required at the time of the final interview.

8. OTHER COURT DOCUMENTS: Copies of court records regarding name changes, age amendments, adoption and similar subjects must also be submitted. Originals of these documents should be submitted at the time of interview.

9. PHOTOS: Regardless of age, all U.S. Immigrant Visa applicants must present four un-retouched color photographs, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background. Please read the following instructions carefully. We cannot use photographs which do not meet these requirements:

The applicant must submit two full-face photos, taken within the past six months. A full-face photo is one in which the applicant is facing the camera directly.

The face should cover about 50 percent of the area of the photo.

Photos must be taken against a white background.

Photographs should measure 2 inches square (approximately 5 centimeters square) with the head centered in the frame. The head (measured from top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (25mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28mm to 35mm) from the bottom of the photo.

The photograph must clearly identify the applicant. The applicant should be dressed in normal street attire without a hat. Uniforms and/or head coverings, which obscure the applicant's features, hair, or hairline, may not be worn. If the applicant must wear head cover, the ears and the forehead must be seen clearly.

Photos should be printed without borders. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted.

Instant type photographs or digital quality photographs are not acceptable. Photographs should be taken with a standard single lens reflex type camera using film, which requires standard processing.

Photos that meet these requirements can be taken at any photo studio.



Figure 1. Sample IV Photo

10. TRANSLATION: All documents not in English or Turkish must be accompanied by a certified English translation.

DOCUMENTS REQUIRED AT THE INTERVIEW

- 1. FEE:** The fee for an immigrant visa is \$230.00 per person. You will be required to pay the application fee of \$230.00 at the time of your interview. The payment may be made in cash in U.S. dollars or by credit card to the consular cashier. Visa, MasterCard, American Express, Novus/Discover or Diners credit cards and MasterCard or Visa logoed debit cards are acceptable. Personal checks and credit card numbers provided verbally or in writing are not accepted.
- 2. DS-260 IMMIGRANT VISA ELECTRONIC APPLICATION:** Before the interview date, all beneficiaries need to fill out electronic [DS-260](#) Immigrant Visa Application form through [Consular Electronic Application Center \(CEAC\)](#). **This form does not need to be printed after online submission; the electronic version will be accessible to the Consular Officer at the time of interview.** More instructions will be provided on the appointment email. Please review the Frequently Asked Questions on DS-260 Immigrant Visa Electronic Application on U.S. Department of State's web site at http://travel.state.gov/visa/immigrants/info/info_5248.html for more information.
- 3. PASSPORT PICKUP LOCATION REGISTRATION RECEIPT:** The registration can be done either online via usvisa-info.com or by calling 0850 252 6355 from Turkey or (703) 520-2490 from the United States.
- 4. MEDICAL REPORT:** Before their final immigrant visa interview, all beneficiaries (not the U.S. citizen petitioner) are required to undergo a medical examination performed by one of several medical doctors authorized by this Embassy. The beneficiary is responsible for making his/her own arrangement for the medical examination with any of the physicians listed on the attached medical information sheet. The beneficiary is also responsible for the cost of the examination. A medical examination is also required for each accompanying child. **Do not send the results of your medical examination to this office before your interview.** You will be required to submit your medical report to this office at the time of your interview. Do not bring your x-ray film to the Embassy.
- 5. PROOF OF RELATIONSHIP:** Petitioners and their beneficiaries will be asked to submit proof of a valid relationship (i.e. proof that you did not get married solely to immigrate to the United States). Please bring letters, photographs, phone bills or other evidence of your relationship to the interview.
- 6. PROOF OF DOMICILE:** In order to petition for your spouse to come to the United States, the petitioner must have an un-relinquished residence in the United States. Please see the attached page for information on how you can prove this.
- 7. ORIGINALS:** Please submit your originals such as passport, marriage certificate, divorce decrees or court documents to our office during your interview. Originals of obtainable documents such as the police certificates should be sent to our office before the interview.

AFTER THE INTERVIEW

After your personal application, if your file is complete, your visa will be issued and your passport and visa packet will be given to PTT for delivery to your passport pickup location.

Some applicants require extensive administrative processing prior to issuance of the visa. This process generally takes 6 months or longer. No visa for these applicants can be issued until the administrative process is complete.

If administrative processing is required, the beneficiary may be required to return to the Embassy after the process has been completed. The Embassy will request and receive the administrative process results for the applicant from the United States. We recommend that applicants return home while they wait for the completion of the process. Once the administrative processing is completed the applicant's case number (which will be given to you at the interview) will be posted on our website. It will be your responsibility to check our website to see if your process is completed. Applicants who are not Turkish citizens will need to return to the U.S. Embassy in Ankara once their number appears on the site. After you present yourself at the Embassy, if your application is complete, your visa will be sent to PTT branch of your choice in Turkey within five working days.

While waiting for the administrative process to be complete, your medical examination may expire. In that case, you will need to renew the medical examination.

The validity of your immigrant visa will be limited with the validity of your medical report. An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel to the United States before their immigrant visas expire.

MOST IMPORTANT

No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants.

IMPORTANT: Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued.

This office will make every effort to expedite the process. However should complications arise, applicants may be required to return to this office or furnish additional information.

CONTACT INFORMATION:

Website : <http://turkey.usembassy.gov>

Frequently Asked Questions (FAQ): Please visit http://turkey.usembassy.gov/faqs_iv.html

For questions on PTT delivery: Please visit https://usvisa-info.com/en-TR/selfservice/contact_us

AFFIDAVIT OF SUPPORT – FORM I-864

Overview

The [I-864 Affidavit of Support](#) is a contract between a sponsor and the applicant that is required for some immigrant visas. In this contract the sponsor agrees to provide financial support for the applicant until he/she becomes an American citizen or can be credited with 40 quarters of work (usually ten years).

The sponsor must show that he/she has income equal to or greater than 125 percent of the federal poverty guidelines for his/her household size. The [I-864P form](#) lists the required income for different household sizes.

If a sponsor's income is not greater than 125% of the federal poverty guideline, then another person must offer to sponsor the beneficiary. This co-sponsor must fill out a separate [I-864](#), unless the co-sponsor is a member of the sponsor's household (i.e., the co-sponsor claims the original sponsor as a dependent on his or her tax forms).

While photocopies of supporting documents are accepted, only original [I-864](#) forms with sponsors' signatures are acceptable.

US citizens filing [I-130](#) petitions on behalf of their biological children under the age of 18 should complete the form [I-864W](#) instead of an [I-864](#) form. Such petitioners are not required to submit supporting documents such as tax returns in addition to their [I-864W](#) form. Please note that this rule does not apply for US citizens filing petitions on behalf of their minor step-children. Such petitioners should complete the [I-864](#) form and submit it along with the supporting documents.

Requirements for the Sponsor

A sponsor must be at least 18 years old and either an American citizen or a lawful permanent resident (LPR). The sponsor must also have a domicile (residence) in the United States.

Supporting Documents

A sponsor must attach to the affidavit his or her 1040 tax returns and W-2 forms for the most recent taxable year. If the sponsor claims additional assets on the [I-864](#), he or she must attach proof of those assets as well. NOTE: A sponsor's primary residence and/or car cannot count toward "proof of assets" since a sponsor would not be expected to sell his or her home to sponsor an immigrant.

Consular officers can only accept individual tax returns, not business tax returns, since the individual is sponsoring the applicant, not a business. If the sponsor does not have copies of his/her tax returns, he/she can submit a summary of the returns from the Internal Revenue Service (IRS).

If a sponsor files taxes jointly with his or her spouse, then the spouse must fill out form [I-864A](#) (Contract Between Sponsor and Household Member), which is attached to form [I-864](#).

Sponsors must attach tax returns for the most recent tax year to their affidavit of support. If a sponsor did not file taxes in the most recent tax year, they must attach a statement explaining why they did not file taxes.

Accompanying family members

Each accompanying family member must have either an original or photocopy of the [I-864](#) Affidavit of Support (and [I-864A](#) if needed). Copies may be used only for dependents whose names appear on the principal applicant's original petition. Copies of supporting documents are not required for accompanying family members applying for visas together with the principal applicant.

Family members who travel later (follow-to-join) will require one complete set of the documents prepared in support of the principal applicant's [I-864](#). Each individual applicant must present an [I-864](#) Affidavit of Support with original signatures.

If family members have separate visa petitions, each family member must submit a signed [I-864](#) from the petitioner/sponsor, the joint sponsor (if required) and [I-864A](#) as required. Each family member must also submit a complete set of supporting documents (such as tax returns, job letters and bank statements).

Domicile

Petitioners and sponsors for family-based immigrant visas are required to be domiciled (live) in any of the States of the United States, the District of Columbia, or any territory or possession of the United States.

Can a U.S. citizen or lawful permanent resident (LPR) petitioner who is not domiciled (residing) in the United States be a sponsor?

No. The law requires a sponsor who is 1) a citizen/ national or a LPR of the United States; 2) at least 18 years of age; 3) domiciled in the United States; 4) the petitioner, and 5) meets certain income requirements. To be domiciled in the United States a sponsor must live or reside in any of the States of the United States, the District of Columbia, or any territory or possession of the United States.

If the petitioner does not have a domicile in the United States, can a joint sponsor file an I-864?

No. Under the law, a joint sponsor cannot sponsor an immigrant when the petitioner does not have a domicile in the United States. The petitioner must first meet all the requirements for being a sponsor, except those related to income, before there can be a joint sponsor.

How is domicile determined?

Domicile is a complex issue and must be determined on a case by case basis. To qualify as a sponsor, a petitioner who is residing abroad must have a principal residence in the United States and intend to maintain that residence for the foreseeable future. Lawful permanent resident (LPR) sponsors must show they are maintaining their LPR status.

Many U.S. citizens and LPRs reside outside the United States on a temporary basis, usually for work or family considerations. "Temporary" may cover an extended period of residence abroad. The sponsor living abroad must establish the following in order to be considered domiciled in the United States:

- He/she left the United States for a limited and not indefinite period of time;
- He/she intended to maintain a domicile in the United States; and
- He/she has evidence of continued ties to the United States.

An American citizen or LPR spouse or dependent who has maintained a residence in the United States and/or whose spouse/parent works in one of the categories listed below would also qualify as a sponsor.

Individuals living abroad temporarily due to their employment may be considered domiciled in the United States. What kind of employment abroad can be counted as U.S. domicile?

- Employment by the U.S. government;
- Employment by an American institution of research recognized by the Attorney General;
- Employment by an American firm or corporation engaged in whole or in part in the development of foreign trade and commerce with the United States, or a subsidiary of such a firm;
- Employment with a public international organization in which the United States participates by treaty or statute;
- Employment by a religious denomination/group having a genuine organization within the United States and is stationed abroad with that religious denomination; or
- Employment as a missionary by a religious denomination/group or by an interdenominational mission organization within the United States and is stationed abroad with that religious denomination.

There may be other circumstances in which a sponsor can show that his or her presence abroad is of a temporary nature, and the sponsor has a domicile in the United States. The sponsor must satisfy the consular officer that he/she has not given up his/her domicile in the United States and established his/her domicile abroad.

How can a petitioner establish a domicile in the United States?

When a sponsor has clearly not maintained a domicile in the United States, he/she will need to re-establish a U.S. domicile in order to qualify as a sponsor. The sponsor may take a number of steps to show that he/she is establishing his/her principal residence in the United States. Some examples of steps one can take to establish domicile include:

- Finding a job in the United States;
- Locating a place to live in the United States;
- Registering children in U.S. schools;
- Making arrangements to give up (relinquish) residence abroad; or
- Providing other evidence of a U.S. residence.

If the sponsor establishes U.S. domicile, it is not necessary for the sponsor to go to the United States before the sponsored family members. However, the sponsored immigrant may not enter the United States before the sponsor returns to the United States to live. The sponsored immigrant must travel either with the sponsor or after the sponsor has returned to the United States.

Some documents which may establish proof of domicile are listed below:

- Checking account statements showing daily activity in the USA over an extended period of time.
- Doctors, medical, and/or pharmacy bills covering an extended period of time.
- A lease agreement or utility bills in the petitioner's name.
- Voter registration cards (U.S. citizens only)
- Advance parole and/or re-entry permit (Legal Permanent Residents only).

POLICE CERTIFICATE

Police certificates are required for each visa applicant aged 16 years or older. Generally, you must apply for these certificates directly from police authorities in the district in which you reside. You must submit a police certificate from the country in which you currently live (if you have lived there for more than six months). If you lived in a different country for more than 12 months after the age of 16, you must also submit a police certificate from that country. If you were arrested or convicted of a crime in a country, regardless of your age at the time the crime took place, or how long you resided in that country, you must submit a police certificate from that country. The police certificate must cover the entire period of the applicant’s residence in that area, and state what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case in which there is a record.

Present and former residents of the United States should NOT obtain police certificates covering their residence in the U.S.

Police certificates are required from Turkey. Please contact the closest “Cumhuriyet Savcılığı” (Public Prosecutors Office) to obtain Turkish police certificates. Police Certificates from Turkey are known as “Arşiv Kayıtlı Adli Sicil Kaydı”. **IMPORTANT: When requesting the police certificate (adli sicil kaydı), applicants must specifically request that both the current and archived records be shown on the document.**

Police certificates are not required from Iran or any country on the following list:

AFGHANISTAN BANGLADESH BULGARIA CAMBODIA CHAD EQUATORIAL GUINEA HAITI	IRAN LIBYA MEXICO MONGOLIA NIKARAGUA SIERRA LEONE	SOMALIA SUDAN TAJIKISTAN TOGO TONGA UNITED STATES OF AMERICA
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Police certificates from these countries are available only to persons physically present in the country who apply in person:

ALBANIA BARBADOS ECUADOR ERITREA ETHIOPIA	GUATEMALA INDIA JORDAN KUWAIT MOZAMBIQUE	NAMIBIA PARAGUAY RWANDA UNITED ARAB EMIRATES YEMEN
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Police certificates from the following countries are available only through the United States Embassy or Consulate. Contact the American consular office if you currently are, or have been a resident of one of these countries:

COSTA RICA FIJI	KOREA NETHERLANDS	SRI LANKA TURKMENISTAN
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INSTRUCTIONS FOR MEDICAL EXAMINATION

All intending immigrants are required to undergo a medical examination by one of the medical doctors on the following list. The physicians will provide the necessary medical examination forms. You must have your passport and two passport size photographs along with your case number with you in order to complete the medical exam. Make sure that your medical examination is completed **BEFORE YOUR APPOINTMENT DATE** and bring the results of the examination on your appointment date. We suggest that you make arrangements for your medical examination at least **THREE** or **FOUR** days prior to your appointment date. You do not need to bring your X-Ray to your visa interview. If you suffer from a chronic illness, have been treated for any disease or are under psychiatric care, doctors recommend you to present your medical file during examination.

IMPORTANT NOTE: Applicants ages two (2) years to fourteen (14) years of age (from 2nd birthday until reach 15th birthday) must undergo the medical examination at least four (4) work days prior to their scheduled appointment at the Consulate. Failure to do so may result in processing delays or rescheduling of initial appointment.

MEDICAL EXAMINATION AND VACCINATION FEES: Charges for the physical examination and other required tests are to be paid by the visa applicant. Fees are approximately as follows: blood test \$25.00; chest x-ray \$45.00; physician examination \$100.00. Vaccination fee varies from \$5.00 to \$200.00 depending on age and vaccines required.

Medical Doctors	Addresses & Phone Numbers	Working Hours
Dr. Mehmet Ugan	Atatürk Blv, 237/45, Kavaklıdere, Ankara	Weekdays: 09:00-19:00
Dr. Handan Ugan	Office: +90-312- 427-6626 Cell: +90-532-245-1388	Weekends: 10:00-17:00

Email: mungan@duzen.com.tr

For an appointment, please visit: <http://www.doctorun.com/>

The validity of your visa will be limited with the validity of your medical report. Medical reports classified as "Class B (TB)" are valid for 3 months from the date the doctor signed the report. All other medical reports classified as "No apparent decease or defect" are valid for 6 months after the doctor's signature date. If your case is subject to further administrative processing, or if the processing of your file is delayed due to missing documents, the medical report may expire before your visa is issued. In that case, you would be required to renew the examination and submit an updated medical report to our office before you receive your visa.

VACCINATION REQUIREMENTS: United States Immigration Law requires immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa. Instructions and procedural guides direct panel physicians who conduct immigrant visa medical examinations to verify that applicants have met the vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations: **Mumps, Measles, Rubella, Polio, Tetanus and Diphtheria Toxoids, Pertussis, Influenza Type B (H1B), Hepatitis A, Hepatitis B, Varicella, Pneumococcal, Influenza, Rotavirus, Meningococcal.**

In order to assist the panel physician, and to avoid delays in the processing of your visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician. Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

CHECKLIST

Send to the Embassy

From US Citizen Petitioner

- Form [I-130](#) (Petition for Alien Relative)
- \$420.00 Garanti Bank Cashier's Check
- Form [G-325A](#) (Biographic Information Sheet)
- Copy of Passport, Naturalization Certificate, or Birth Certificate
- Marriage Certificate
 - Photocopy and translation (if the document is not in English or Turkish)
- Divorce Decree or Death Certificate (for each prior marriage)
 - Photocopy and translation (if the document is not in English or Turkish)
- [I-864](#) (Affidavit of Support)
 - 1040 and W2 forms for the most recent tax year
 - Proof of other assets (if necessary)
 - Statement explaining why you did not file taxes (if necessary)
- [I-864](#) from cosponsor (if necessary)
 - 1040 and W2 forms from cosponsor for the most recent tax year
- One photograph

From Foreign Spouse Beneficiary

- Form [G-325A](#) (Biographic Information)
- Full photocopy of passport
- Birth Certificate (Suret Keyid Ferdi and Suret Keyid Aili)
 - Original
- Photocopy Translation Marriage Certificate
 - Photocopy and translation (if the document is not in English or Turkish)
- Divorce Decree or Death Certificate (for each prior marriage)
 - Photocopy and translation (if the document is not in English or Turkish)
- Police Certificate (Syrian applicants should obtain the document before they exit Syria)
- Copy of Court and Prison Records (if applicable)
- Four front view immigrant visa photographs (write beneficiary's name on the back)

Bring to Interview

- Original passports
- [DS-260](#) Immigrant Visa Electronic Application – only online submission is required
- Appointment confirmation and passport delivery receipt
- Original Marriage Certificate
- Original Divorce Decrees or Death Certificates (for each prior marriage)
- Original Birth Certificate
- Original court documents (if applicable)
- Fee (\$230 for each beneficiary)
- Medical Report
- Proof of Relationship
- Proof of petitioner's US Domicile (if necessary)